

CARBON COUNTY PLANNING DEPARTMENT

SUBDIVISION APPROVAL INSTRUCTIONS

SUBDIVISIONS WITHOUT PUBLIC IMPROVEMENTS

Dave Levanger, Director of Planning
435-636-3261

Gayla Williams, Zoning Administrator
435-636-3710

INSTRUCTIONS

Detailed requirements for developing a subdivision can be found in the Carbon County Development Code online at carboncountyutah.com. Find DEPARTMENTS, then PLANNING & BUILDING, then DEVELOPMENT CODE. Subdivisions are covered in Section 6 of the Development Code. Please familiarize yourself with ALL applicable sections of the Code.

1. Pre-submission conference. Any person wishing to subdivide land within the County shall secure from the Zoning Administrator information pertaining to the current zoning of the land to be developed, requirements for subdivisions, and the County's plan for roads, streets, parks, drainage, zoning and other Master Plan requirements affecting the land to be developed.
2. Plan preparation by licensed surveyor. The developer shall have a licensed land surveyor prepare a subdivision plat to County's specifications. This includes demonstrating to the satisfaction of the County Engineer that buildings and structures can be constructed on the proposed lot(s) without the necessity of constructing storm drainage facilities for the proposed development, and that the subdivision will require no public improvements to be installed by the developer. (The subdivision will be on existing County or State roads, or on a private drive.)
3. Submit plan, fees, etc. to Zoning Administrator by deadline. The developer shall submit the subdivision plat, subdivision application forms, and pay zoning fees not less than fourteen (14) days prior to the first Tuesday of each month. **Fee is \$50.00 per lot.** Subdivisions of one to three lots shall be considered by the Site Plan Review Committee; subdivisions of four to ten lots shall be considered by the Planning Commission. Both groups meet the first Tuesday of each month: Site Plan at 3:00 p.m., Planning Commission at 4:00 p.m.
4. Obtain approval of the subdivision. The developer shall present his plans for the subdivision to the appropriate committee. (See number 3, above.) The subdivision will receive one of the following three actions:
 - a. Approval. The subdivision is in full compliance with County standards and consistent with plans and programs of the County.
 - b. Disapproval. The subdivision is not in compliance with County standards and/or is inconsistent with plans and programs of the County.
 - c. Table or refer the request. The Site Plan Review Committee, when considering one to three lots, may refer the request to the Planning Commission if there are questions. The Planning Commission, when considering four to ten lots, may table the request if further information is required.
5. Developer provides County the Mylar copy of final plat. County staff will procure all required signatures on plat, and will then contact the developer to take the plat to the Recorder's Office to be recorded.
6. Once the plat has been recorded, the lot(s) can be sold and building permits can be issued.

The applicant must submit the following documents with the application:

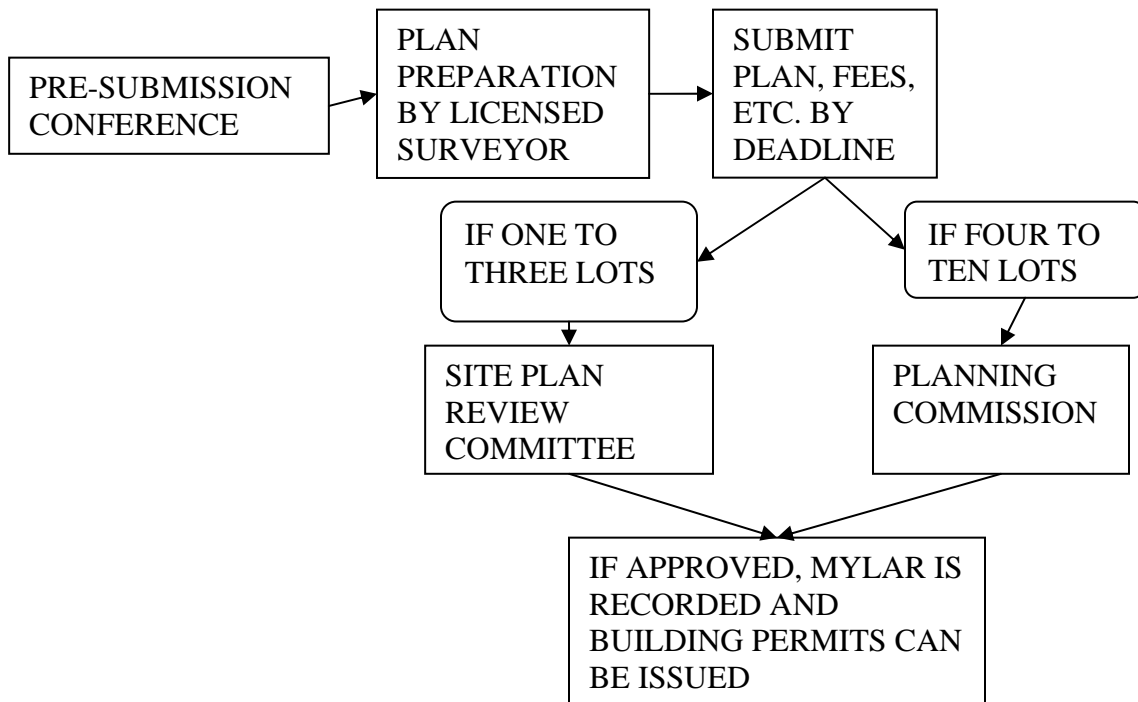
1. A letter from the serving water purveyor which states that culinary and fire water are available in the area of the proposed subdivision upon meeting requirements.
2. A letter from the sewer provider or from the Health District if sewer is not available, stating sewer or a suitable wastewater system is available for the development.
3. Signature on the form provided in the packet by the County Road Department and/or the Utah Department of Transportation for access to the proposed subdivision.
4. Signature on the form provided in the packet stating approval by the County Weed Control Supervisor for control of noxious weeds.

Contacts:

Price River Water Improvement District	637-6350
Southeastern Utah Health Department	637-3671
Scofield Sewer District	637-3543
County Road Department	636-3268
Utah Department of Transportation	636-1470
County Weed Department	636-3270

Surveyors:	
Art Barker	637-2394
Evan Hansen	637-5748
Nick Houser	637-4918
Morgan Moon	637-3437
Al Spensko	472-5596

SUBDIVISION FLOWCHART



**CARBON COUNTY, UTAH
APPLICATION TO DEVELOP A SUBDIVISION**

Date _____

Developer's Name _____

Mailing Address _____

Phone _____

Proposed Subdivision Name _____

Location _____

Number of lots in new subdivision _____

Proposed Lot Size _____

Utah Code 17-27a-603 says that whenever any land is laid out and platted, the owner of the land shall provide an accurate plat, that the plat conforms to the county's ordinances and has been approved by the culinary water authority and sanitary sewer authority, that the land has tax clearance, that the owner of the land is authorized to convey the real estate, and that the plat has been properly recorded in the county recorder's office.

Carbon County staff review:

1. Type of subdivision: Public Improvements _____ Private Improvements _____
2. Current zone: _____
3. Proposed zone, if petitioning for change: _____
4. Minimum lot size: _____
5. Frontage required: _____
6. Access _____
7. Sewer/septic _____
8. Water _____
9. Dedication of streets _____
10. Storm drainage plan _____
11. Other (list) _____

CARBON COUNTY, UTAH
PLANNING DOCUMENT

APPROVALS FOR COUNTY ROAD ACCESS
STATE ROAD ACCESS
NOXIOUS WEED CONTROL REVIEW

For the _____ project, located at _____

Please contact the departments checked below for approval of this project.

_____ **County Road Access:**

The County Road Department has reviewed the information regarding the above proposed project. Our review concludes that the following impacts will be:

Ray Hanson, County Road Supervisor, 636-3268

Date

_____ **Noxious Weed Review:**

The County Weed Department has reviewed the location of the above proposed project. Our review concludes that the following mitigation and control requirements are:

Mike Johnson, Supervisor, 636-3270

Date

_____ **Utah Highway Access:**

The Utah Department of Transportation has reviewed the information regarding the above proposed project. Our review concludes that the following impacts will be:

UDOT Representative, 636-1470

Date

CARBON COUNTY, UTAH PLANNING DOCUMENT

STORM DRAINAGE PLAN FOR A SUBDIVISION WITHOUT PUBLIC IMPROVEMENTS

Date _____

To: Carbon County Planning Commission, or
Site Plan Review Committee

RE: The _____ Subdivision

I am a:

- ☐ Registered Professional Engineer # _____
- ☐ Utah Licensed Contractor # _____
- ☐ A Qualified Design Firm or Professional

I have reviewed the plan of development for the above name subdivision and propose the following condition be considered for your approval for the drainage plan of development:

- ☐ Minimum Condition;

After a review of the location and plans, I have determined that if the residential structures to built on the lot(s) comply with standard local construction practice by completing the sites with a minimum 2 percent slope for a distance of ten feet away from the buildings and by placing an 18 inch diameter by 20 foot long culvert at the driveway approaches off the County Road - that no significant impact to storm drainage will occur.

- ☐ Design Condition;

I have prepared a storm drainage plan for this subdivision based on the building code and accepted hydrology practices which will mitigate any storm drainage affects in the subdivision and surrounding areas, if the drain facilities are constructed as per the attached plan.

Signature

Attach plans, calculations, data and other information for design.